

**WEST VIRGINIA
EQUAL EMPLOYMENT OPPORTUNITY OFFICE
50 DEE DRIVE
CHARLESTON, WV 25311**

**DIRECTOR
JANN HOKE**

2018 ANNUAL REPORT

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The Honorable Jim Justice
Governor
West Virginia State Capitol
Charleston, West Virginia

January 1, 2019

Dear Governor Justice,

Pursuant to Executive Order No. 6-90, I am submitting this report covering the period from January 1, 2018 to December 31, 2018.

Your EEO Office has had an excellent year. Our EEO investigations caseload was slightly down this year which is a result of increased training of other state agencies to conduct EEO Investigations, particularly DMAPS. Training by EEO staff to state agencies large and small continues to be a major part in reducing cases of harassment and discrimination. Each EEO Office staff member has worked diligently to increase this office's visibility and outreach in the community, often participating in meetings, trainings and events on weekends and after regular working hours.

The EEO Office did not host an annual conference due to budget constraints. However, the EEO Office continues to fulfill its mission and meet objectives. A total of 619 individuals received EEO training across the state to include the WV House of Delegates, Division of Personnel, General Services Division, Public Defenders Services, Div. of Corrections & Rehabilitation/DMAPS, West Liberty University, Charleston Job Corps Center, WV Lottery and various agencies.

Our quarterly EEO coordinators meetings at our offices have been particularly productive this year. The meetings are well-attended, and this office gains valuable knowledge about which EEO problems are being encountered by the different agencies and how such issues may be resolved. We routinely encourage feedback and input from our EEO Coordinators and Counselors.

My staff and I are aware every day of the importance the Governor's Office places not only on providing a safe, comfortable, non-discriminatory and harassment-free working environment for every West Virginia employee, but on emphasizing this State's commitment to Affirmative Action in its hiring, promotion and retention of employees. Your Equal Employment Opportunity Office is proud of the key role it plays in fulfilling these goals.

Respectfully submitted,

James Rollins

MISSION STATEMENT

WEST VIRGINIA EQUAL EMPLOYMENT OPPORTUNITY OFFICE

The mission of the West Virginia Equal Employment Opportunity Office is:

To assist all state agencies in mediating or investigating allegations of unlawful workplace harassment or discrimination based upon protected class; and

To provide useful, up-to-date training for all West Virginia state employees on identifying, preventing and eliminating workplace harassment and discrimination; and

To provide EEO advice and assistance, as requested, for state employees, including agency supervisors, managers and directors; and

To form working relationships with other agencies and with community organizations to promote diversity and support affirmative action in West Virginia state government.

Jann Hoke
Director

Jann Hoke was appointed as Director of the West Virginia Equal Employment Opportunity Office in August, 2009. Before that, she spent many years as a legislative attorney, working mainly for the West Virginia Senate.

Jann is a graduate of the West Virginia College of Law where she earned her JD; the Isaac Perley Reed School of Journalism at West Virginia University where she earned a BS in Journalism; and the University of Montana where she earned an MFA in literature and writing. Jann has been a member of the West Virginia State Bar since 1982. She serves on the Government Lawyers Bar Committee, the Alternative Dispute Resolution Bar Committee and the Military Affairs Bar Committee.

Among her career achievements are being selected for the Council of State Governments Henry Toll Fellowship class of 2013, and graduating as a Henry Toll Fellow; being selected by the American Bar Association to travel to Russia and Romania to teach bill drafting classes to parliamentary staff as part of the Central and Eastern European Law Initiative for emerging democracies; giving the Keynote Address at Women's Day at the Legislature, sponsored by the West Virginia Women's Commission; and earning national

certification as an Affirmative Action plan trainer. She is also certified in Advanced Mediation by the West Virginia State Bar.

In 2014, Jann won the Charleston FestivALL Location Play contest for the fourth year in a row. She is an active member of West Virginia Writers, a remunerated reviewer for Amazon Vine since 2008, and served yet again as a judge for the Amazon Breakthrough Novel contest. Her creative writing skills are useful in devising entertaining, informative training scenarios for the annual EEO conference and agency EEO presentations.

Jann is married to 25th Judicial Circuit Chief Judge Jay Hoke. They have three daughters.

James Rollins
EEO Investigator/Specialist

James Rollins came to the WV EEO Office November 1, 2010. James is a retired Sergeant from the Charleston Police Department, with over twenty years of service. While employed with the CPD, James worked in numerous areas, with increasing responsibilities, including Patrol Division and over fourteen years with the Investigative Division and Background Investigations. He also served as Chair of the Background Investigation Committee.

James is a graduate of West Virginia State College where he majored in Criminal Justice, receiving A.S. and B.A. degrees. While at State, he also completed their ROTC program. James was a member of the ROTC Drill Team, Persing Rifles Society and Kappa Alpha Psi Fraternity.

In his spare time, James has instructed martial arts classes, and has competed in a professional full-contact karate competition. Among James' many activities are:

- Membership in West Virginia Leads, an organization which assists law enforcement agencies in recruiting efforts for minorities;**
- The weekly Tuesday Morning Group;**
- The West Virginia Hate Crimes Task Force;**
- The West Virginia Crime Prevention Task Force;**

- **Certified Advanced Mediator, West Virginia State Bar;**
- **Kanawha County Community That Cares Board Member;**
- **Community Relations Council member for the Charleston Job Corp**
- **Member of the NAACP Charleston Branch; and**
- **Received a national certification in the writing and planning of an
Affirmative Action Plan**

Beverly Reed
Administrative Assistant

Beverly Reed came to the WV EEO Office August 18, 2010 after working at West Virginia State University and the West Virginia Supreme Court. Previously, Beverly managed her Mary Kay business while working as an office manager for two area physicians' offices. Beverly is a graduate of Fairmont State College with a B.S. degree in Office Administration. Beverly was a member of Alpha Kappa Alpha Sorority graduate chapter. Beverly retired from DuPont Plant after nineteen years of service with ever-increasing responsibilities in clerical work and office management.

Beverly is a member of Levi First Missionary Baptist Church in Rand. She is married and has three sons and one daughter.

Beverly assists in her husband's annual Rand community back-to-school event and Rand Community Christmas party.

COMMUNITY OUTREACH

Pursuant to the goals outlined in Executive Order No. 6-90, which reads in pertinent part that the all state agencies shall “develop an Equal Employment Opportunity Program...[which] shall be in writing and shall entail positive and aggressive measures to be taken for protected classes in the area of recruitment, hiring, training and all other personnel matters;” (Executive Order 6-90, Article I, Section A); and that the “State Equal Employment Opportunity [Office] shall consult with and solicit the recommendations of interested individuals and organizations regarding the implementation of this Executive Order;” (Executive Order 6-90, Article II, Section C); and that the “State Equal Employment Opportunity [Office] shall develop a recruitment program...and shall work in cooperation with state agencies, departments and other organizational units to...identify minorities, women, handicapped and other [members of] protected groups who qualify or can become qualified for state employment...” (Executive Order 6-90, Article II, Sections F and H), the State EEO Office strives each year to strengthen its relationship with the community, to interact in meaningful ways with community leaders and organizations which are involved in outreach to members of protected classes; and to participate in job fairs and other opportunities to underscore the Governor’s commitment to affirmative action in hiring.

The following is a partial listing of the community outreach events in which the State EEO Office participated in 2018:

- Jann Hoke is a board member of the West Virginia Equal Pay Commission, meeting monthly.
- Jann Hoke taught a “Basic EEO Training” at the Charleston Job Crops on February 13, 2018.
- Beverly Reed assisted her husband with chairing the Rand Community Fair June 11, 2018.
- Beverly Reed assisted her husband with putting on Movie Night for children in the Rand community monthly June through September 2018. June event had TV news coverage.
- Beverly Reed assisted her husband with his 10th annual “Back to School” event in the Rand community August 11, 2018.
- Beverly Reed assisted her husband with his first Teen Night party in the Rand community October 13, 2018.
- Beverly Reed attended the Herbert Henderson Office of Minority Affairs Minority Business Expo October 24, 2018.
- Beverly Reed will assist her husband with his 4th annual Rand Community Christmas party December 14, 2018.

- James Rollins is a representative for the Kanawha Communities That Care Coalition and attends their meetings.
- James Rollins is a board member of the Kanawha Communities That Care Coalition.
- The James Rollins attends a weekly meeting with the Tuesday Morning Group.
- James Rollins attends a quarterly meeting with the Job Corps Community Relations Council Program.
- James Rollins attends the NAACP monthly meetings.
- January Rollins taught a “Respect in the Workplace” and “It’s Not Just About Sex Anymore” training for the House of Delegates during the legislative sessions.
- James Rollins attended two forums at the Grace Baptist Church on Tuesday, January 9, 2018. The first forum will assist individuals in completing their forms for submission regarding the water crisis that occurred in January of 2014. The second forum focused on the State of Health in West Virginia. The panelist for this subject matter was Dr. Rahul Gupta, Commissioner, WV Bureau for Public Health, Dr. Michael Brumage, Director, Kanawha Charleston Public Health and Dr. Michelle Easton, Dean, University of Charleston. This event was hosted by the Charleston Branch NAACP, Hope Community Development and the Tuesday Morning Group.
- James Rollins attended several functions relating to the Martin Luther King Celebration on Monday, January 15, 2018. • James Rollins attended the event at the Asbury Church then went to the event at the First Baptist Church of Charleston. The event at FBC discussed the State of African American affairs in West Virginia.
- James Rollins taught a “Respect in the Workplace,” “It’s Not Just About Sex Anymore,” and “Hostile Working Environment training to the West Virginia Division of Personnel staff on February 1, 2018.
- James Rollins attended the National CADCA meeting at National Arbor from February 5, 2018, to February 8, 2018. The delegation from West Virginia met with Senators Joe Manchin and Shelly Moore-Capito.
- James Rollins held two training sessions in March for the General Services Division on “Respect in the Workplace.”
- James Rollins held a training session for the Public Defenders Services on “Respect in the Workplace” on April 13, 2018.

- James Rollins attended a Black History Convocation at WVSU where Dr. Daryl Scott was the guest speaker. The theme for the speech was "Carter G. Woodson" and the role of the intellectual in the struggle for equality. Dr. Scott is a Professor of History at Howard University.
- James Rollins attended a community meeting in Rand regarding whether this community wanted a mobile Needle Exchange Program. Based on the input from the community they did not want a Needle Exchange Program there.
- James Rollins attended an Advanced Mediation Training in Bridgeport on July 11, 2018.
- James Rollins taught a "New Counselors," "EEO the Basics," and "Hostile Working Environment" for the West Virginia Division of Corrections and Rehabilitation at the Glenville Academy on July 18, 2018.
- James Rollins attended a hearing at the State Capitol Complex that examines the collateral consequences of a felony record on West Virginians on July 19, 2018.
- James Rollins taught a "New Counselors," "EEO the Basics," and "Hostile Working Environment" at the West Virginia Lottery for various agencies on July 25, 2018.
- James Rollins attended a National Employment Law Institute Affirmative Action Workshop in Chicago on October 16, 2018
- James Rollins taught four training sessions on "Respect in the Workplace" at West Liberty University on October 29, 2018, through October 30, 2018. The attendees were the President of the University, staff and professors.
- James Rollins attended a Poverty Solutions Symposium regarding Marshall University's President's Commission on Diversity, Equity, & Inclusion at the Four Seasons Hotel on Tuesday, November 13, 2018.

EEO COMPLAINTS AND INVESTIGATIONS

Pursuant to the mandates established under Executive Order 6-90, which authorizes the State EEO Office to oversee all agency EEO “problem areas,” “monitor records of personnel actions,” and have “access to all data, records and reports that are required for the execution of the [Office’s] responsibilities,” the EEO Office takes its participation in all agency EEO complaints and investigations very seriously.

The State EEO Office rewrote the EEO counseling and investigative procedures which had been in place for the past four years to reflect current federal investigative standards, to clarify vague language and to superimpose lettering and numbering outline format on the document so it will be easier to cite. Our office has been monitoring the use of these new guidelines closely, and continues to update and re-draft the guidelines as we see what is working and what is not in a “real-world” complaint and investigation scenario.

The former state EEO counseling and investigative guidelines, which were contained in a document entitled **Guidelines for Conducting Equal Employment Opportunity Complaint Investigations**. (Revised in July, 2007), have been superseded by documents now found on the state EEO website (www.eeo.wv.gov) and in a manual first distributed at the 2011 Annual EEO Conference, held at Glade Springs Resort, in November entitled: “West Virginia EEO Counselor’s and Investigator’s Tool Kit.” The main differences in the new materials is that EEO counseling procedure has been divided into informal and formal stages, (an investigation can only commence upon the filing of a formal EEO complaint once attempts at EEO counseling have failed) and that there are new forms for the intake of EEO complaints and filing formal EEO complaints. These forms are being updated as this office and the agencies use them and suggest changes. A new EEO Counselor’s and Investigator’s Toolkit was distributed at the 2015 EEO annual training conference. The

purpose of updating the materials is to make them easier to use, and to follow more closely the Governor's mandate that EEO issues be dealt with informally by the agency first, if at all possible.

Copies of all EEO investigation documents from all state agencies, including the initial complaint, the appointment letters, the Investigative Report, Affirmation statements, notes and any audio or video recordings made during the investigation, witness statements and letters which either substantiate or non-substantiate the complaint, along with subsequent documentations of agency action, are required under the auspices of Executive Order No. 06-90 to be filed with the EEO Office so that our office may keep abreast of the agency actions in such cases. However, all original documentation from EEO investigations is always returned to the agencies for their ultimate decision on employment action (if any) in these cases. All such copies of agency investigation documents are kept by the EEO Office for a period of not less than five years, and then destroyed.

2018 EEO Laws Update

This is been a year of great changes in how this country views the rights of individuals who hold protected class status. New EEOC policies and mandates address pregnancy discrimination, LGBT harassment and discrimination, FOIA requests and veteran status. The impact of these changes in federal law are beginning to be felt in West Virginia.

There is available online a “New Digest of EEO Law” issued by the Federal Equal Employment Opportunity Commission which addresses Federal legislation, as well as executive orders, directives, court decisions and EEOC opinions. This new research tool, which became available on July 30, 2013, is invaluable for those persons wanting to know the most up-to-date versions of the Federal statutes and applicable case law.

PROTECTED CLASSES AND THE LAWS ASSOCIATED WITH THEM

Protected classes in West Virginia are:

Race

Color

National origin

Sex

Gender

Pregnancy

Religion

Age

Mental or physical disability

Military or veteran's status

Genetic information

Political affiliation

Tobacco use

Retaliation on the basis of engagement in a protected workplace activity or a previously filed EEO complaint, regardless of the outcome of that case

Laws that created Protected Classes:

- Race – Civil Rights Act of 1964
- Color – Civil Rights Act of 1964
- Religion – Civil Rights Act of 1964
- National origin – Civil Rights Act of 1964
- Age (40 and over) – Age Discrimination in Employment Act of 1967
- Sex – Equal Pay Act of 1963 and Civil Rights Act of 1964
- Gender -- Equal Pay Act of 1963 and Civil Rights Act of 1964
- Pregnancy – Pregnancy Discrimination Act
- Disability status – Vocational Rehabilitation and Other Rehabilitation Services of 1973 and Americans with Disabilities Act of 1990
- Veteran status – Vietnam Era Veterans' Readjustment Assistance Act of 1974 and Uniformed Services Employment and Reemployment Rights Act
- Genetic information – Genetic Information Nondiscrimination Act
- Political Affiliation – Bronte v. Finkle, US Supreme Court 1981
- Tobacco Use – WV Code §21-3-19

Keep in mind that the following classes of persons, while not currently protected by WV law, can co-exist with sex and gender, and may be protected under the Civil Rights Act of 1964:

- **Marital Status**
- **Parental Status**
- **Gender Identity**
- **Sexual Orientation**

EEO BASICS

- Workplace harassment is **unwelcome** conduct that affects the ability of **a member of a protected class** to do his/her job, or to feel comfortable and safe in the workplace.
- Workplace discrimination is treating an employee differently, either by denying that employee a **tangible employment benefit** or taking an **adverse employment action** against that employee. In most instances, unlawful discrimination can only be undertaken by a manager or supervisor, or through a policy of the agency.
- People do use the terms interchangeably, but legally they have different meanings.
- In an instance of discrimination, there may be a **legitimate nondiscriminatory** reason for the actions of the management official or the agency.
- Protected classes include **sex, race, color, national origin, gender, religion, age, mental or physical disability, military status, genetic make-up, political affiliation, tobacco use and retaliation.**
- Most people will fall under a protected class in some workplace situation.
- In order for the workplace harassment or discrimination to fall under EEO law, it must be **based upon the fact that the employee is a member of a protected class**. Just because a person falls into a protected class does not make every workplace action an EEO matter, nor does it make every adverse action illegal.

This training is designed to introduce you to the basics in EEO law which you can and should utilize in your employment with the state of West Virginia.

Harassment Defined:

Workplace Harassment – Unwelcome conduct on the basis of a protected class which affects a person's ability to do their job.

The key is whether there illegal workplace harassment occurring is that the behavior is unwelcome conduct which is severe or pervasive, and which a reasonable person would find so objectively egregious that the terms of his or her employment are changed or affected materially.

II. Race and Color

Harassing acts include:

- A. Racial slurs**
- B. Racial "jokes"**
- C. Offensive remarks based on race**
- D. Pictures that depict people of a certain race in an unfavorable light**
- E. Threats, intimidation, hostile demeanor or physical violence**

III. Religion in the Workplace

A. Two rights under the first amendment

- 1. Freedom from a government-imposed religion
- 2. Right to practice any religion

B. Problems which can arise

- 1. Understand that religion is not simply a matter of belief
- 2. The faithful practice of a religion through various actions
 - a. Style of dress or hair
 - b. Recruitment of others
 - c. Diet, praying, or fasting
 - d. Avoiding certain language or behavior
 - e. Many more issues which provide ample ground for disagreement, or work place disruption.

IV. National Origin

No one can be denied equal employment/treatment because of:

WV EEO Workplace Harassment Outline

- A. Birthplace
- B. Ancestry
- C. Culture
- D. Linguistic characteristics
- E. Also covered are:

1. Marriage or association to the above
2. Belonging to schools, churches, temples or mosques

V. Age

It is against the law to discriminate against persons 40 years of age or older based on their age.

VI. Military Status/Veteran Status.

USERRA requires that employers hold jobs open for military on active duty or called to temporary duty. Members of the military or veterans are protected.

VII. Pregnancy Discrimination

- A. **Treat pregnancy related leave requests the same as any other medical leave.**
- B. **Pregnancy is not a disability. Therefore:**

1. Employers can't refuse to hire someone just because they are pregnant.
2. Employers can't force pregnant employees to take leave.
3. Employers must secure the employee's job during maternity leave.
4. Employers can't fire females when they wed, unless they fire males when they wed.

VIII. Disability Defined

A physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or an employee being regarded as having such an impairment.

An employer is required to provide a reasonable accommodation to qualified disabled persons. Exception: Undue hardship to the employer.

IX. Sexual Harassment Defined: The state of West Virginia maintains a ZERO TOLERANCE POLICY FOR SEXUAL HARASSMENT.

- A. **Sexual Harassment** - Unwelcome sexual advances, request for sexual favors, or any other verbal or physical conduct of a sexual nature. There are two types of sexual harassment:

WV EEO Workplace Harassment Outline

1. Quid pro quo
2. Hostile environment

B. Quid Pro Quo

This type of harassment can only be inflicted by a supervisor. It includes:

1. "Put out or get out."
2. Submission is made either explicitly or implicitly a term or condition of employment.
3. Submission or rejection of the conduct is used as a basis of employment decisions.
4. The conduct has a purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

C. Hostile Environment

1. This type of harassment can be created by anyone. It includes:
 - a. Discussing sexual activities
 - b. Offensive Jokes (of any nature)
 - c. Unnecessary touching
 - d. Comments on physical attributes
 - e. Sexually suggestive pictures
 - f. Demeaning or inappropriate terms such as "babe" or "honey"
 - g. Indecent gestures
 - h. Granting job favors for participating in the harassment
 - i. Use of crude and offensive language
2. For an environment to be considered hostile under EEO law, three requirements must be met:
 - a. Must be subjectively abusive to the person affected.
 - b. Must be objectively severe or pervasive enough to create a work environment that a reasonable person would find abusive.
 - c. Must have a nexus (connection) between the alleged offensive speech or behavior and the victim's membership in a protected class.
3. What to consider:
 - a. Frequency of the unwelcome discriminatory conduct.
 - b. Severity of the conduct.
 - c. Was it physically threatening or humiliating, or a mere offensive utterance?
 - d. Did it unreasonably interfere with work?

WV EEO Workplace Harassment Outline

- e. The effect on the employee's psychological well being.
- f. Was the harasser superior in the organization?

4. Ask yourself these questions:

- a. Is this verbal or physical behavior of a sexual nature?
- b. Is the conduct offensive to the persons who witness it?
- c. Is the behavior being initiated by someone who has power over the other?
- d. Might an employee feel they must tolerate the conduct to stay employed?
- e. Does the conduct make the job environment unpleasant?
- f. Would I want someone in my family subjected to the same treatment?
- g. Is it unwelcome? You should look for the following reactions:
 - 1) Outright rejection
 - 2) Ambiguous rejection (not clear rejection)
 - 3) Soured romance
 - 4) Watch for mixed signals
- h. Doesn't sexual harassment have to involve sexual advances or other conduct sexual in nature?
 - 1) NO!
 - 2) Assignments such as making coffee, cleaning up a work area, etc., could be viewed as gender based assignments if not done fairly.
- i. Is sexual harassment of men, either by women or by other men, unlawful?
 - 1) YES!
 - 2) Any form of unwelcome sexual advances is basis for unlawful sexual harassment.
- j. Can harassment occur without physical touching or a threat to the employee's job?
 - 1) YES!
 - 2) Harassment may be purely verbal or visual. Any conduct based on protected status which creates a work environment that a reasonable person would consider hostile may amount to harassment.
- k. Can voluntary sexual conduct create harassment for others?

WV EEO Workplace Harassment Outline

- 1) SOMETIMES!
- 2) Sex horseplay or sexual affairs, even though welcome to all the participants, can create an environment hostile to third parties.

Note: Employers must take steps to protect employees from harassment inflicted by third parties (clients, vendors, visitors) and take reasonable steps to protect their employees.

X. Eight Risk Areas

- A. E-mails, Texts, IMs
- B. Vulgar language
- C. Work-related off-premises conduct
- D. Touching
- E. Dating subordinates
- F. Visual displays (posters/graffiti)
- G. Talking dirty
- H. Telling jokes

XI. Nine Excuses

- A. "They are hypersensitive; how could anyone be offended?"
- B. "I treat everybody this way."
- C. "No one ever complained before, so how can it be offensive?"
- D. "Boys will be boys."
- E. "No harm, no foul."
- F. "I just read the policy again and I still don't understand where you draw the line."
- G. "I was only mentoring, trying to help with a personal crisis."
- H. "You can't take that charge seriously; they are trying to hold us up."
- I. "What about my right to free speech?"

XII. Response to Harassment

Respond appropriately when you encounter workplace harassment.

- A. Object
- B. Report
- C. React

However, know that if you are the victim of harassment, the state does not put the onus on the victim to confront his/her alleged abuser. That is why supervisors and fellow employees should know harassment when they see it, or should report behaviors which make them suspect that harassment may be going on.

XIII. Effects of Harassment

A. Financial cost

1. State – Over 2 million dollars in 2013.
2. Nation – Over 400 million dollars

B. Effects on work environment

1. Low morale
 2. Hostile employees
 3. Possible litigation
 4. Personal suffering
 5. Loss of job/position
 6. Possible state/federal investigation
-

What Do I Do?

A. As an employee

1. Don't be the one involved.
2. Don't fuel rumors.
3. Know who your EEO counselor is, and who you can complain to.
4. Know that your employer takes harassment behaviors and complaints very seriously.
5. Know that this kind of behavior will not be tolerated, and can cost you (anything from verbal and written warnings to demotion to suspension to termination.)

B. As a supervisor

1. Make sure that all people are able to report inappropriate behavior.
2. Listen to the complaint and look into it.
3. Make sure everyone understands this type of behavior will not be tolerated.
4. Take action immediately.
5. Protect the employee if needed.
6. Don't try to keep it in house.
7. Notify your EEO/Human Resources person.
8. Don't fuel rumors.
9. Don't try to handle it on your own.

AFFIRMATIVE ACTION PLANS

On an annual basis, the state agencies under the jurisdiction of the Governor submit an affirmative action plan to the State EEO Office. The EEO Office reviews each plan for approval.

The 2018-2019 plans were submitted to the State EEO Office in 2018. The following agencies submitted an affirmative action plan.

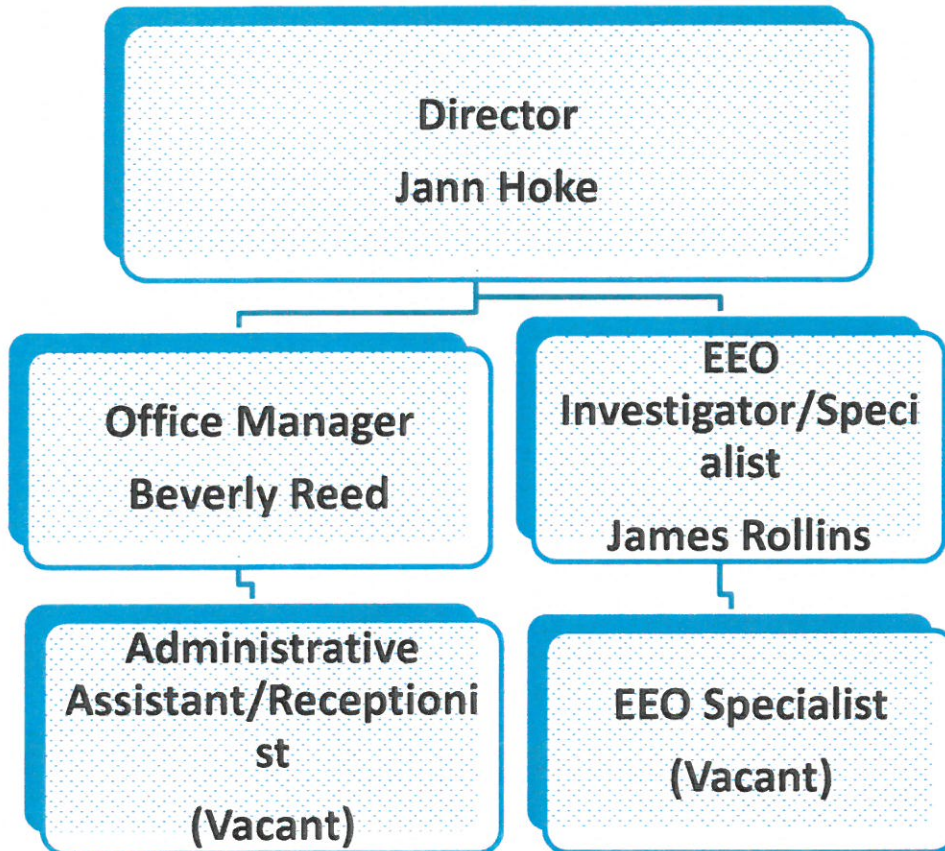
West Virginia Department of Administration, prepared by Jennelle Jones
Department of Environmental Protection, prepared by Charles Carl
Division of Justice and Community Services, prepared by Jeffrey Estep
West Virginia Tax & Revenue Division, prepared by Terri Martin
Workforce West Virginia, prepared by Vickie Elkins
West Virginia State Fire Commission, prepared by Leslie Racine
Office of the Governor, prepared by James Rollins
West Virginia Health & Human Services, prepared by Mischelle Williams
West Virginia State Police, prepared by Reginald Patterson
Homeland Security, prepared by Michael Todorovich
West Virginia Parole Board, prepared by Kenneth Tyree
West Virginia Protective Services, prepared by Margaret Cash
West Virginia Division of Rehabilitation, prepared by Terry Blair
West Virginia Bureau of Senior Services, prepared by Monica Rogers
West Virginia Department of Revenue, prepared by Terri Martin

2018-2019 AFFIRMATIVE ACTION PLAN LOG

Agency	Date Received	Asked for Extension	Extension Granted	Prepared By	Divisions
Administration Department	9/28/2018			Jennelle Jones	Ethics Commission; Finance Division; General Services; Grievance Board; Information Services & Communications; Personnel Division; Public Defender Services; Public Employees Insurance Agency; Purchasing Division, EEO Office and Risk and Insurance Management
Commerce Bureau of(C&H)		Yes	Yes	Tom McVey	Division of Forestry; Division of Natural Resources; Geological Survey; Division of Tourism; Division of Labor; Water Development Authority; Miners' Health, Safety & Training; WV Development Office
Corrections, Juvenile Services & Jails Education & The Arts		yes	yes	Terri Arthur	Department of Corrections and Rehabilitation for Corrections, DJS and Juvenile Services agencies since July 1, 2018
Workforce West Virginia	9/10/2018	N/A	N/A	???	Education and the Arts; Educational Broadcasting Authority; Library Commission, and Division of Rehabilitation Services; Division of Culture & History, Higher Education Worker's Compensation; Management Information Systems; Executive Division; Office of Judges; Employment Service/Job Training Programs; Legal Services; Fiscal & Administrative Management; Board of Appeal; Unemployment Compensation; Research, Information & Analysis; and Bureau of Employment Programs
Environmental Protection Division of Governor's Office	9/14/2018 10/3/2018	Yes	yes	James Rollins	Water Resources; Air Quality; Mining & Reclamation; and Waste Management
Health & Human Resources Department of	3/1/19	Yes	yes	Mischelle Williams & Carlotta Gee	Governor's Mansion; Office of Technology; Economic Opportunity; National Commission for Community Service; Cabinet on Children & Families; WV Rural Development Council, and WV Human Resource Council
Homeland Security and Emergency Management	9/14/2018			Michael Todorovich	Secretary's Office; Operation & Finance; Children & Families; Public Health; Medical Services; Hopemont Hospital; Mildred Mitchell-Bateman Hospital; Lakin Hospital; Marion Health Care Hospital; Pinecrest State Hospital; Sharpe Hospital and Welch Emergency Hospital
Military Affairs & Public Safety		N/A	N/A	Tim Harper	Under Military Affairs
Public Service Commission		N/A	N/A	Belinda Jackson	West Virginia State Police; Corrections; Juvenile Services; Regional Jails; National Guard; Protective Services; Office of Emergency Services; Military Affairs and Public Safety, State Fire Marshall
Real Estate Commission		N/A	N/A		Public Service Commission and Consumer Advocate Division
WV State Police	9/4/2018	N/A	N/A	Reginald Patterson	West Virginia Real Estate Commission
Division of Tax & Revenue	10/1/18	yes	Yes	Terri Martin	West Virginia State Police
Transportation		YES	YES	Debbie Amos	Alcohol Beverage Control Administration; Banking Commission; Insurance Commission; Lottery Commission; Racing Commission; Tax Commission; and Athletic Commission
WV State Fire Commission	8/20/18			Robert Sharp	Division of Highways; Division of Motor Vehicles; Public Transit; WV Port Authority; Aeronautics Commission
					RE: DMAPS

Education		N/A	N/A	???	
Justice/Comm. Service	9/19//2018			Jeff Estep	Re: DMAPS
Parole Board	10/9/18			Kenneth Tyree	Re: DMAPS
WV Bureau of Senior Services	9/21/2018			Monica Rogers	
Supreme Court of Appeals		N/A	N/A	Lori Palettadavis	
WV Veterans		N/A	N/A	???	
Protective Services	9/27/2018			Margaret Cash	DMAPS
WV Water Develop Authority		N/A	N/A	Marie Prezioso	
Higher Education		yes	Yes	Vickie Hairston	
WV Division of Rehabilitation Services	10/9/2018			MaryJane Waldron	Under Education & Arts

EEO Office



WV Governor's Office of Equal Employment Opportunity

2018 Training

Training Date	Agency, Facility, or Business	Number of Attendees	CO	Training or Outreach Conducted by:	Subject
01/09/18	WV House of Delegates	112		James Rollins	Respect In The Workplace & It's Not Just About Sex Anymore
					Respect In The Workplace/It's Not Just About Sex Anymore/Hostile Working Environment
02/01/18	Division of Personnel	62		James Rollins	
02/13/18	Charleston Job Corps	13		Jann Hoke	Basic EEO Training
01/19/18-03/20/18	General Services	82		James Rollins	Respect v. Harassment in the Workplace
04/13/13	Public Defenders Services	21		James Rollins	Respect v. Harassment in the Workplace
07/18/18	Div of Corr & Rehab/DMAPS	39		James Rollins	New Counselors & EEO the Basics and Hostile Working Environment
07/25/18	WV Lottery & Various Agencies	18		James Rollins	New Counselors & EEO the Basics and Hostile Working Environment
10/29-30/18	West Liberty University	272		James Rollins	Respect v. Harassment in the Workplace
TOTAL		619			

7/17/18 EEO COORDINATORS MEETING MINUTES

Present: Charles Carl, Vickie Elkins, Natalie Proctor, Nicholas Allen, Cindy Smith, Vicky Charley, Monica Rogers, Carlotta Gee, Sue Collins, Thomas Marchio, Michelle Bissell, Jennelle Jones, Timothy Abraham, Terri Arthur, Joe Armstrong, Lori Paletta-Davis, Jann Hoke, James Rollins and Beverly Reed

Lunch was provided by Panera Bread. We had introductions. Director Jann Hoke called the meeting to order.

Old Business

The last meeting minutes for September 12, 2017 were approved and seconded by Tim Abraham and Jennelle Jones, respectively.

New Business

EEO basic investigator training was discussed. Director Hoke asked for volunteers to meet and help her with ideas for the training. Monica Rogers, Tim Abraham, Terri Arthur and Carlotta Gee volunteered to help.

Copies of the updated EEO Counselors Best Practices Guide were handed out. There was a brief discussion, and Director Hoke asked for any added input or suggestions within two weeks.

Two gender harassment handouts were given, and Director Hoke briefly discussed them.

Director Hoke then informed the Coordinators that we have decided to hold a one-day EEO Counselors training workshop in lieu of our annual conference and will plan to hold a conference next year. We decided on November 7 possibly at the old DMV building for the one-day workshop. Jennelle Jones informed us that the conference room holds about 100 people and has a kitchen. The training would be a half day for new EEO Counselors and a half day for seasoned EEO Counselors.

Other Business

Terri Arthur had a question about an investigation where a person signed an affirmation statement and then told someone they did something illegal, thus lying on the affirmation statement. There was discussion on that issue.

Lori Paletta-Davis asked if anyone had noticed an increase of inappropriate pictures/texts on phones issues in the workplace. She and Joe Armstrong informed the group that work and personal phones can be taken to the State Police to recover the information in question. Terri Arthur discussed one case in point regarding revenge porn when two employees had a bitter break up. Lori Paletta-Davis mentioned they prefer to take care of their cases quickly so the cases won't be long and drawn out. Carlotta Gee mentioned she noticed a few cases in State hospitals. It was suggested that education on inappropriate emails and texts may be helpful in curtailing the issue. Cindy Smith also suggested education on offending others without knowing

it. It seems that some people in certain age groups haven't been taught in these areas when they were coming up. Director Hoke asked Cindy Smith to work with her on this training. Monica Rogers will work with her as well. Monica Rogers asked James Rollins to do an EEO training for her agency (Bureau Of Senior Services). Terri Arthur needs Kindness and Respect training for her agency (DMAPS). Cindy Smith got information from EEOC regarding training and found out it costs about \$2000. We could possibly get them to do a training at our next conference. Carlotta Gee has put together two workplace training presentations. Director Hoke would like to get some of her ideas. James Rollins mentioned that we have some Respect in the Workplace presentation material. It was mentioned that employees who work out in the field and some employees in the 40ish age group are more apt to commit the inappropriate actions discussed.

We had a new Affirmative Action Plan writer, Natalie Proctor with the Parole Board, present in the meeting. She will need training on AAP.

The next EEO Coordinators meeting was tentatively set for May 2019, with the exact date to be determined later. Lunch will be provided by Panera Bread again.

Meeting adjourned.

Respectfully submitted,

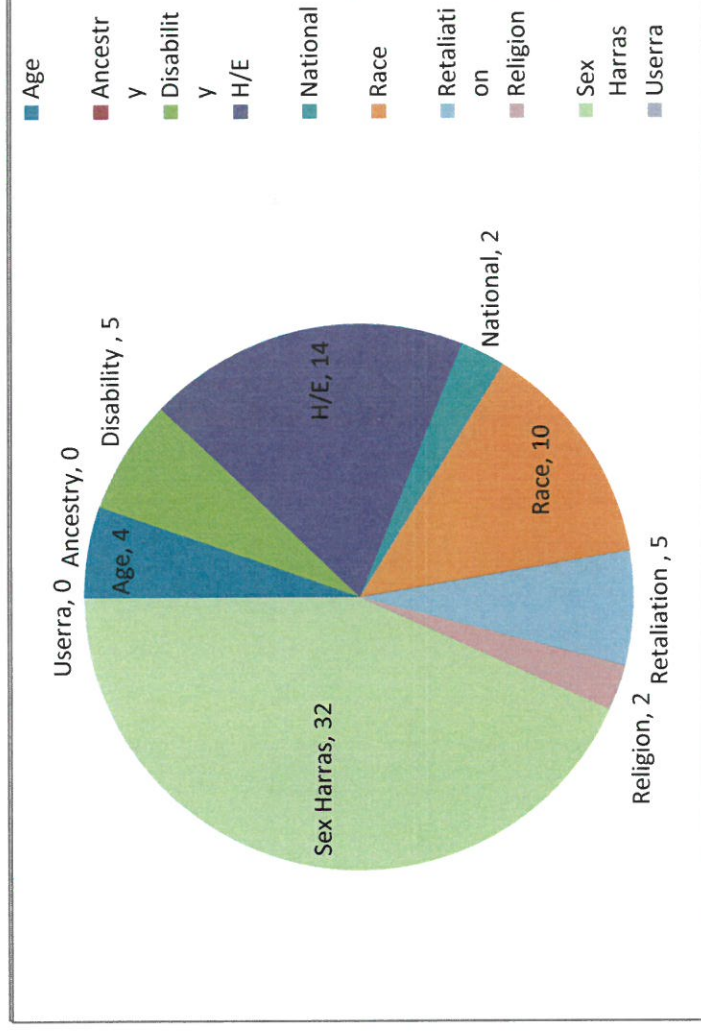
Beverly Reed

EEO CONFIDENTIAL INFORMATION

The EEO Complaint Log is being submitted as confidential information that should not be shared outside of the Governor's Office or posted electronically due to Personal Identifiable Information (PII). Please keep for reporting purposes only.

2018 EEO Cases Filed by Protected Classes

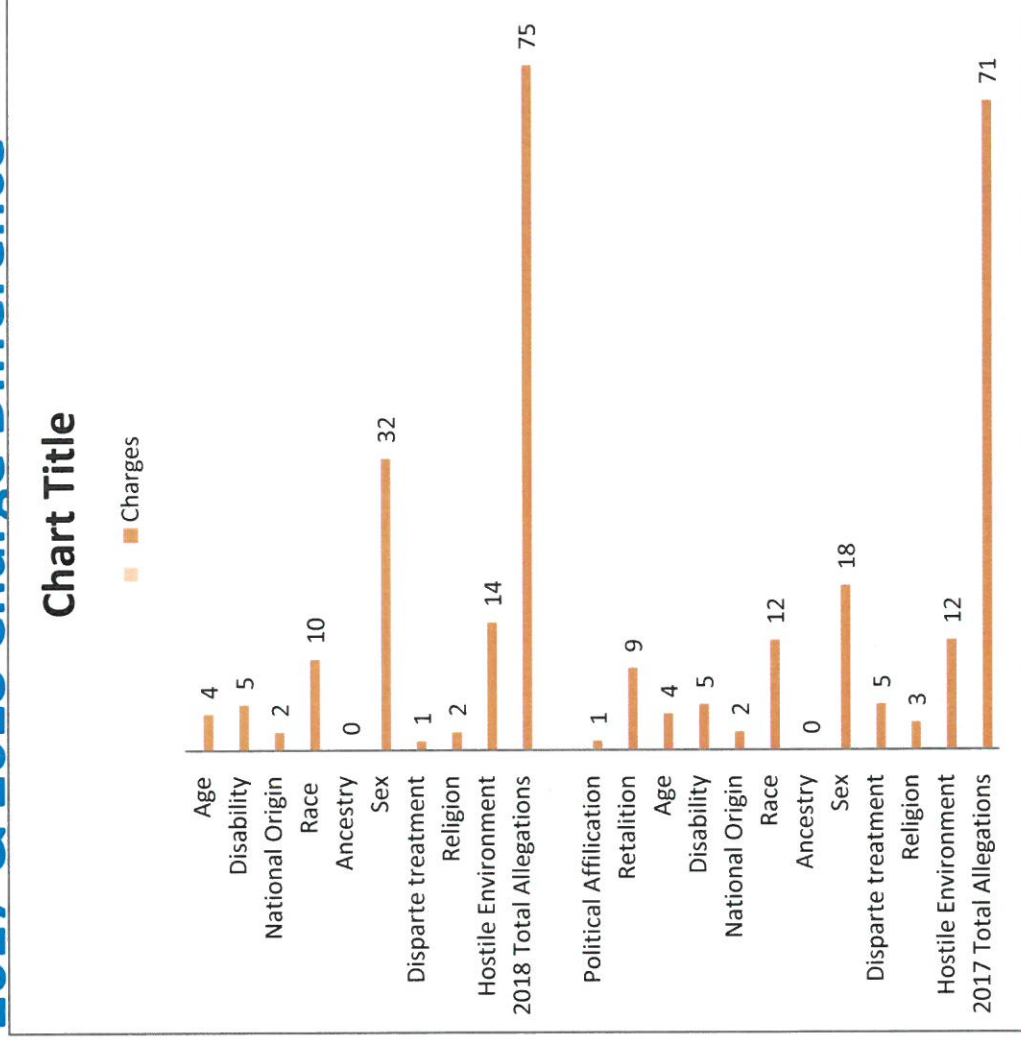
Age	4
Ancestry	0
Disability	5
H/E	14
National	2
Race	10
Retaliation	5
Religion	2
Sex Harass	32
Userra	0
Disparte	1
Political	0
Total	75



There were 62 complainants that either called or filed with the State EEO Office or other agency regarding an EEO Complaint. Some complainants had more than one claim while making their allegations. The chart above reflects a total of 75 total allegations. Seventeen cases were referred to other agencies. Cases were referred to the West Virginia Human Rights Commission, the Department of Labor or back to their agency to handle administratively. Three complainants filed an EEO claim and a grievance at the same time resulting in those three cases to be held in abeyance until the grievance hearings are over. One case filed was not covered by the State EEO Office. Six cases were resolved using the Informal Resolution process. Two complainants did not proceed with their claim. Twenty-five cases of the sixty-two complaints were investigated. Fourteen of those investigated cases were unsubstantiated. Eleven of those investigated cases were substantiated. The State EEO Office assisted in eight of the investigated cases.

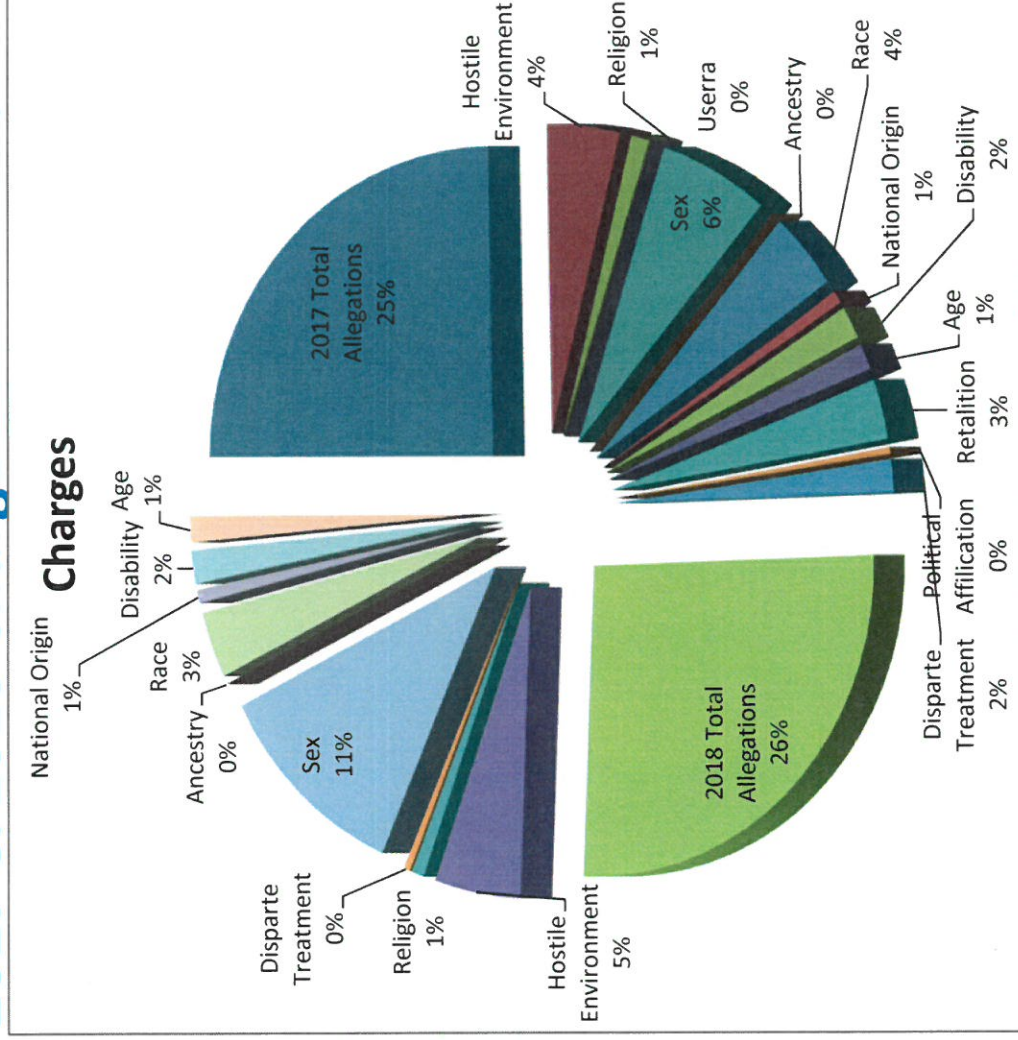
Protected Classes	Charges
2017 Total Allegations	71
Hostile Environment	12
Religion	3
Disparate treatment	5
Sex	18
Ancestry	0
Race	12
National Origin	2
Disability	5
Age	4
Retaliation	9
Political Affiliation	1
2018 Total Allegations	75
Hostile Environment	14
Religion	2
Disparate treatment	1
Sex	32
Ancestry	0
Race	10
National Origin	2
Disability	5
Age	4
Retaliation	5
Ancestry	0

2017 & 2018 Charge Difference



Protected Classes	Charges
2017 Total Allegations	71
Hostile Environment	12
Religion	3
Userra	0
Sex	18
Ancestry	0
Race	12
National Origin	2
Disability	5
Age	4
Retaliation	9
Political Affiliation	1
Disparate Treatment	5
2018 Total Allegations	75
Hostile Environment	14
Religion	2
Disparate Treatment	1
Sex	32
Ancestry	0
Race	10
National Origin	2
Disability	5
Age	4
Retaliation	5
Political Affiliation	0
Userra	0

2017 & 2018 Charge Difference %





State of West Virginia Equal Employment Opportunity Office Coordinators/Counselors List

Click on one of the links below for a department's list of EEO Coordinators and Counselors (or scroll down the page). If you are unable to find a Counselor for your agency, please contact the department's EEO Coordinator for assistance.

[Department of Administration](#)

[Department of Commerce](#)

[Department of Education & the Arts](#)

[Department of Environmental Protection](#)

[Department of Health & Human Resources](#)

[Department of Military Affairs & Public Safety](#)

[Public Service Commission](#)

[Department of Revenue](#)

[Department of Transportation](#)

[Miscellaneous Agencies](#)

Department of Administration

Agency	Coordinator/Counselor	E-mail Address	Phone Number	Ext.
ADMINISTRATION	Jones, JENNELLE (COORDINATOR)	Jennelle.H.Jones@wv.gov	304-558-4331	
Aviation Division	Chapman, Kevin	Kevin.L.Chapman@wv.gov	304-558-0403	
Board of Risk	Lawrentz, Jeff	Jeff.P.Lawrentz@wv.gov	304-766-2646	
CHIP	Jones, Brenda	Brenda.K.Jones@wv.gov	304-558-6579	
CPRB	Stockton, Steve	Stephen.B.Stockton@wv.gov	304-558-3570	52509
Ethics Commission	Briggs, Ellen	Ellen.M.Briggs@wv.gov	304-558-0664	
Finance Division	Chapman, Joan	Joan.E.Chapman@wv.gov	304-558-4587	
Fleet Management	Parsons, Mandy	Mandy.F.Parsons@wv.gov	304-558-8208	
General Services	Hovatter, Robert	Robert.w.hovatter@wv.gov	304-558-3502	
Grievance Board	Charley, Vicky	Vicky.B.Charley@wv.gov	304-558-3361	
Office of Technology	Smith, Cindy	Cindy.L.Smith@wv.gov	304-957-8167	
PEIA	Marchio, Thomas	thomas.j.marchio@wv.gov	304-558-7850	52656
Division of Personnel	Holmes, Brian	Brian.J.Holmes@wv.gov	304-558-3950	

(Department of Administration cont.)				
Agency	Coordinator/Counselor	E-mail Address	Phone Number	Ext.
Prosecuting Attorney	Leslie, Amy	Amy.R.Leslie@wv.gov	304-558-3348	
Public Defender	Clark, Pam	Pam.R.Clark@wv.gov	304-558-3905	
Purchasing Division	Knapp, Samantha	Samantha.S.Knapp@wv.gov	304-558-7022	
Real Estate Division	Eads, Shelly	Shelly.R.Eads@wv.gov	304-558-3062	

Department of Commerce

Agency	Coordinator/Counselor	E-mail Address	Phone Number	Ext.
TOURISM	KEENEY, LYNDIA (COORDINATOR)	Lynda.J.Keeney@wv.gov	304-957-9321	
Development Office	Spence, Diana	D.Diana.Spence@wv.gov	304-957-2066	
Division of Forestry	Edens, Phyliss	Phyliss.J.Edens@wv.gov	304-558-2788	51765
Division of Forestry	Parsons, Darlene	Darlene.D.Parsons@wv.gov	304-558-2788	51778
Division of Labor	Casto, Sue		304-558-7890	
Division of Natural Resources	Fout-Tinsley, Andrea	Andrea.L.FoutTinsley@wv.gov	304-558-4025	
Geological & Economic Survey	Hohn, Michael	hohn@geosrv.wv.net.edu	304-594-2331	320
Miner's Health Safety	McClure, Thomas	Tom.L.McClure@wv.gov	304-558-1425	52179

Workforce West Virginia	Elkins, Vickie (COORDINATOR)	vickie.h.elkins@wv.gov	304-558-1600	
Workforce West Virginia	Wolfigbarger, Jim	jim.l.wolfigbarger@wv.gov	304-558-3434	

Department of Education & the Arts

Agency	Coordinator/Counselor	E-mail Address	Phone Number	Ext.
EDUCATION & THE ARTS	Collins, Sue (COORDINATOR)	Sue.B.Collins@wv.gov	304-558-2440	
Culture & History	Cline, Bethany	bethany.cline@wvculture.org	304-558-0220	
Educational Broadcasting	Johnson, Jan	JJohnson@wvpublic.org	304-556-4903	
Library Commission	McNeal, Deborah	Deborah.k.mcneal@wv.gov	304-558-2041	
Rehabilitation Services	Stiltner, Charlotte	Charlotte.K.Stiltner@wv.gov	304-356-2105	

Department of Environmental Protection

Agency	Coordinator/Counselor	E-mail Address	Phone Number	Ext.
DEP	BAILEY, CHAD (COORDINATOR)	Chad.J.Bailey@wv.gov	304-926-0499	1554

Department of Health & Human Resources

Agency	Coordinator/Counselor	E-mail Address	Phone Number	Ext.
DHHR	GEE, CARLOTTA (COORDINATOR) Combs, Deborah (backup)	Carlotta.H.Gee@wv.gov Deborah.J.Combs@wv.gov	304-558-6811 304-558-3313	
BCF Region I Harrison	Owens, Charla J.	Charla.J.Owens@wv.gov	304-627-2295	225
BCF Region I Tyler/Wetzel/Marshall	Blake, Debra A.	Debra.A.Blake@wv.gov	304-843-4120	255
BCF Region I Ritchie/Pleasants/Doddridge	Samples, Jenifer	Jenifer.J.Samples@wv.gov	304-643-2934	144
BCF Region I Ohio/Brooke/Hancock	Wells, Valerie A.	Valerie.A.Wells@wv.gov	304-794-3060	2062
BCF Region I Marion/Monongalia	Boone, Arlene B.	Arlene.B.Boone@wv.gov	304-368-4420	79238
BCF Region I Wood/Calhoun/Gilmer/Wirt	Justice, Walter	Walter.C.Justice@wv.gov	304-420-2560	2160
BCF Region I Kanawha	Hackney, Nikki	Nikki.A.Hackney@wv.gov	304-746-2360	
BCF Region I Braxton/Clay	Sniffin, Anna	Anna.M.Sniffin@wv.gov	304-765-7344 304-587-4268	
BCF Region I Kanawha	Haynes, Juan L.	Juan.L.Haynes@wv.gov	304-356-4552	
BCF Region II Logan	Browning, Kimberly	Kimberly.D.Browning@wv.gov	304-792-7095	
BCF Region II Putnam/Mason	Miller, Patrick J.	Patrick.J.Miller@wv.gov	304-586-1538	
BCF Region II Boone/Lincoln	Porter, Chad	Reuben.C.Porter@wv.gov	304-824-5811	115
BCF Region II Wayne	Mills, Sandra K.	Sandra.k.Mills@wv.gov	304-272-6311	109
BCF Region II Roane/Jackson	Casto, Jerri F.	Jerri.F.Casto@wv.gov	304-927-0956	
BCF Region II Cabell	Vacant		304-528-5800	1074
BCF Region III Randolph/Tucker	Canfield, Aimee S.	Aimee.S.Canfield@wv.gov	304-637-5560	2016
BCF Region III Hampshire/Mineral	Davis, Melissa C.	Melissa.C.Davis@wv.gov	304-822-6900	
BCF Region III Hardy/Grant/Pendleton	Simmons, Amanda F.	Amanda.F.Simmons@wv.gov	304-358-2305	115
BCF Region III Jefferson/Berkeley/Morgan	Oliver, T'zouri P.	Tzouri.P.Oliver@wv.gov	304-724-2600	2008
BCF Region III Taylor/Preston/Barbour	Nestor, Melissa	Melissa.J.Nestor@wv.gov	304-457-9030	78436
BCF Region III Lewis/Upshur	Rush, Tammy L.	Tammy.L.Rush@wv.gov	304-269-6820	2035
BCF Region III WV Children's Home	Phillips, Patricia	Patricia.L.Phillips@wv.gov	304-637-0274	219

DHHR CONT'D				
Agency	Coordinator/Counselor	E-mail Address	Phone Number	Ext.
BCF Region IV Mingo	McCoy, Heather	Heather.D.Mccoy@wv.gov	204-235-4680	
BCF Region IV Nicholas/Webster	Mullins, Terri	Terri.A.Mullins@wv.gov	304-847-2861	231
BCF Region IV Fayette	Durgan, Colleen	Colleen.L.Durgan@wv.gov	304-465-9613	198
BCF Region IV Summers/Greenbrier/Monroe/Pocahontas	Totten, Debbie A.	Debbie.A.Totten@wv.gov	304-647-7476	76359
BCF Region IV McDowell	Williams, Tina V.	Tina.V.Williams@wv.gov	304-436-8302	78196
BCF Region IV Wyoming	Vacant			
BCF Region IV Mercer	Ellis, Heather	Heather.N.Ellis@wv.gov	304-425-8738	2033
BCF Region IV Raleigh	Jones, Delena R.	Delena.R.Jones@wv.gov	304-256-6930	
Bureau for Child Support Enforcement (Central Office)	Bradshaw, Tammy L. (Back-up) Tyler, Carol ASAI	Tammy.L.Bradshaw@wv.gov Carol.S.Tyler@wv.gov	304-356-4664	
Health Care Authority	Marshall, Paula	PMarshall@hcawv.org	304-558-7000	
Human Rights Commission	Moss, Marshall P.	Marshall.P.Moss@wv.gov	304-558-2616	N/A
Bureau of Public Health (Central Office)	Dickerson, Erica	Erica.L.Dickerson@wv.gov	304-356-4154	
Bureau of Public Health (Central Office)	Kinnaird, Melissa J.	Melissa.J.Kinnaird@wv.gov	304-558-6920	4004
Bureau of Public Health (Central Office)	Whitener, Tim J.	Tim.J.Whitener@wv.gov	304-356-4085	N/A
Bureau for Behavioral Health and Health Facilities (Central Office)	Fitzwater, Ginny L.	Ginny.L.Fitzwater@wv.gov	304-356-4819	N/A
Bureau of Medical Services (Central Office)	Williams, Crystal	Crystal.C.Williams@wv.gov	304-558-0747	
Hopemont Hospital	Hauser, Shelby	Shelby.A.Hauser@wv.gov	304-789-2411	298
Lakin Hospital	Barnette, Brenton	Brenton.J.Barnette@wv.gov	304-675-0860	113
Manchin Health Care	Nelson, Kirsten	Kirsten.B.Nelson@wv.gov	304-363-2500	
Mildred Mitchell-Bateman Hospital	Chappell, Bradley	Bradley.L.Chappell@wv.gov	304-525-7801	218
Mildred Mitchell-Bateman Hospital	Parsons, Cindy J.	Cindy.J.Parsons@wv.gov	304-525-7801	614
Mildred Mitchell-Bateman Hospital	Worden, Kieth Anne	Kieth.Anne.Worden@wv.gov	304-525-7801	625
William R. Sharpe, Jr, Hospital	Mealey, Linda	Linda.d.Mealey@wv.gov	304-269-1210	
Welch Community Hospital	Gravely, Monica	Monica.Y.Gravely@wv.gov	304-436-8708	8618
Jackie Withrow Hospital	Taylor, Dedriell	Dedriell.D.Taylor@wv.gov	304-256-6600	

Department of Military Affairs & Public Safety

Agency	Coordinator/Counselor	E-mail Address	Phone Number	Ext.
DMAPS	HARPER, TIM (COORDINATOR)	Timothy.V.Harper@wv.gov	304-558-9800	2005
Office of Cabinet Secretary	Carson, Shawna	Shawna.M.Carson@wv.gov	304-558-2930	
Justice and Community Services	Boggess, Leslie	Leslie.S.Boggess@wv.gov	304-558-8814	53330
Fire Commission	Taylor, Virginia	Virginia.R.Taylor@wv.gov	304-558-2191	53229
Fire Marshall	Sharp, Robert	Robert.S.Sharp@wv.gov	304-558-2191	
Homeland Security		_____@wv.gov	304-558-5380	
Military Authority	Basford, Tim	Tbasford@suddenlink.net	304-	
Parole Services	Proctor, Natalie	Natalie.S.Proctor@wv.gov	304-558-6366	
Protective Services		@cappd.wvsp.gov	304-558-9911	

STATE POLICE	PATTERSON, REGINALD (COORDINATOR)	reginald.patterson@wvsp.gov	304-746-4846	
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DIVISION OF CORRECTIONS	ARTHUR, TERRI J. (COORDINATOR)	Terri.J.Arthur@wv.gov	304-558-2036	53453
Human Resources	Ferrell, Rebecca	rebecca.s.ferrell@wv.gov	304-558-2036	
Central Office	Arthur, Terri	terri.j.arthur@wv.gov	304-558-2036	
Central Office	Duckworth, Jason	Jason.T.Duckworth@wv.gov	304-558-2036	
Central Office	Meadows, Debbie	Debbie.A.Meadows@wv.gov	304-558-2036	
Central Office	Huffman, Brenda	Brenda.L.Huffman@wv.gov	304-558-2036	
Anthony Correctional Center	Taylor, Jason	Jason.S.Taylor@wv.gov	304-536-3911	
Anthony Correctional Center	Reyes, Priscilla	Priscilla.R.Reyes@wv.gov	304-536-3911	
Beckley Correctional Center	Pauley, Richard	Richard.A.Pauley@wv.gov	304-256-6780	
Charleston Work Release Center	Thomas, Erik	Erik.W.Thomas@wv.gov	304-558-2763	
Charleston Work Release Center	Williams, Bobby	Bobby.R.Williams@wv.gov	304-558-2763	
Correctional Hearing Officer	Crider, John	John.E.Crider@wv.gov		
Denmar Correctional Center	Miller, Debbie	Debbie.L.Miller@wv.gov	304-653-4201	
Denmar Correctional Center	Barb, Wayne Travis	Wayne.T.Barb@wv.gov	304-653-4201	
Huntington Work Release Center	Brown, Danika	Danika.M.Brown@wv.gov	304-529-6885	

Huttonsville Correctional Center	Norman, Terri	Terri.D.Norman@wv.gov	304-335-2201	
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DMAPS CONT'D				
Agency	Coordinator/Counselor	E-mail Address	Phone Number	Ext.
Huttonsville Correctional Center	Graziani, Cynthia	Cynthia.D.Graziani@wv.gov	304-335-2291	
Lakin Correctional Center	Kaylor, Cheryl	Cheryl.L.Kaylor@wv.gov	304-674-2440	
Lakin Correctional Center	Roslinski, Lynn	Jacqueline.K.Roslinski@wv.gov	304-674-2440	
Lakin Correctional Center	Putney, Phillip	Phillip.N.Putney@wv.gov	304-674-2440	
Martinsburg Correctional Center	Grider, Kenny	Kenny.D.Grider@wv.gov	304-267-0156	
Mt. Olive Correctional Complex	Dyer, Lia	Lia.L.Dyer@wv.gov	304-442-7213	
Mt. Olive Correctional Complex	Ward, Josh	Josh.v.ward@wv.gov	304-442-7213	
Mt. Olive Correctional Complex	Harrison, Tonya	Tonya.M.Harrison@wv.gov	304-442-7213	
Mt. Olive Correctional Complex	Kendrick, Nate	Nate.L.Kendrick@wv.gov	304-442-7213	
Northern Correctional Facility	Hores, Cindy	Cindy.A.Hores@wv.gov	304-843-4067	
Northern Correctional Facility	Parker, Mark	Mark.T.Parker@wv.gov	304-843-4067	
Northern Correctional Facility	Yahnke, Sharon	Sharon.E.Yahnke@wv.gov	304-843-4067	
Northern Correctional Center	Tedrow, Debbie	Deborah.A.Tedrow@wv.gov	304-843-4067	
Ohio County Correctional Complex	Littleton, James	James.V.Littleton@wv.gov	304-238-1007	
Parkersburg Correctional Center	Galland, Jody	Jody.L.Galland@wv.gov	304-420-2443	
Parkersburg Correctional Center	McDonald, Gary	Gary.J.McDonald@wv.gov	304-420-2443	
Parole Services	Ware, Bryan	Bryan.L.Ware@wv.gov	304-425-7487	
Parole Services	Harrison, Rebecca	Rebecca.L.Harrison@wv.gov	304-425-7487	
Pruntytown Correctional Center	Murphy, Robert	Robert.D.Murphy2@wv.gov	304-265-6111	
Pruntytown Correctional	Burleyson, Robyn	Robyn.R.Burleyson@wv.gov	304-265-6111	
Salem Correctional Center	Currey, Doreen	Doreen.D.Currey@wv.gov	304-782-2371	
Salem Correctional Center	Bosma, Kem	Kem.R.Bosma@wv.gov	304-782-2371	
St. Mary's Correctional Center	McDowell, Lisa	Lisa.A.McDowell@wv.gov	304-684-5500	
St. Mary's Correctional Center	Stewart, Wesley	Wesley.O.Stewart@wv.gov	304-684-5500	
WV Corrections Academy	Miller, Treena	Treena.D.Miller@wv.gov	304-462-3044	

REGIONAL JAIL AND CORRECTIONAL FACILITY AUTHORITY	KESSEL, KATRINA (COORDINATOR)	Katrina.J.Kessel@wv.gov	304-558-2110	
Central Regional Jail	Reeder, Patricia	Patricia.A.Reeder@wv.gov	304-765-7904	
Eastern Regional Jail	Mann, Aaron	Aaron.w.mann@wv.gov	304-267-0045	
North Central Regional Jail	Reed, Julie	Julie.G.Reed@wv.gov	304-873-1384	
Northern Regional Jail	Rush, Teresa	Teresa.L.Rush@wv.gov	304-843-4067	
Potomac Highlands Regional Jail	Lamborne, Christina	Christina.M.Lamborne@wv.gov	304-496-1275	
South Central Regional Jail	Oxley, Leslie	Leslie.D.Oxley@wv.gov	304-558-1336	
Southern Regional Jail	Wilson, Kimberly	Kimberly.S.Wilson@wv.gov	304-256-6726	
Southwestern Regional Jail	Vance, Lisa	Lisa.J.Vance@wv.gov	304-239-3032	
Tygart Valley Regional Jail	Currence, Amber	Amber.B.Currence@wv.gov	304-637-0382	
Western Regional Jail	Elliot, Rochelle	Rochelle.L.Elliot@wv.gov	304-733-6821	

DIVISION OF JUVENILE SERVICES	HOYLMAN, BRENDA (COORDINATOR)	Brenda.R.Hoylman@wv.gov	304-558-9800	2024
Chick Buckbee Juvenile Center	Heavner, Christine	Christina.A.Heavner@wv.gov	304-496-1341	
D. R. Kuhn Juvenile Center	Chambers, Bonnie	Bonnie.R.Chambers@wv.gov	304-369-2976	
Kenneth Honey Rubenstein Juvenile Center	Sagace, Mary	Mary.L.Sagace@wv.gov	304-259-5241	
Gene Spadaro Juvenile Center	Harman, Tara	Tara.E.Harman@wv.gov		
Gene Spadaro Juvenile Center	Scarbro, Rick		304-877-6890	
James H. "Tiger" Morton Juvenile Center	Fulks, Margaret	Margaret.A.Fulks@wv.gov	304-766-2616	
Lorrie Yeager Jr. Juvenile Center	Cain, Letitia		304-420-4860	
Robert Shell Juvenile Center	Richardson, Kevin	Kevin.M.Richardson@wv.gov	304-733-0871	
Sam Perdue Juvenile Center	Johnson, Misty		304-425-9721	
Vickie Douglas Juvenile Center	Esposito, Domenico	Domenico.Esposito@wv.gov	304-267-0164	

Public Service Commission

Agency	Coordinator/Counselor	E-mail Address	Phone Number	Ext.
PUBLIC SERVICE COMMISSION	TOON, CASS (COORDINATOR)	ctoon@psc.state.wv.us	304-340-0409	
Public Service Commission			304-558-0526	
Public Service Commission	Jackson, Belinda	bjackson@psc.state.wv.us	304-340-0497	
Public Service Commission	Mottesheard, John	jmottesheard@psc.state.wv.us	304-340-0399	
Public Service Commission	Hill, Versie	Vhill@psc.state.wv.us	304-340-0870	

Department of Revenue

Agency	Coordinator/Counselor	E-mail Address	Phone Number	Ext.
Revenue	MARTIN, TERRI (ACTING COORDINATOR)	tmartin@wvlottery.com	304-558-0500	
Budget Office	Scruggs, Tammy	Tammy.L.Scruggs@wv.gov	304-558-5889	
Alcohol Beverage Control Administration	Wensil, Lisa	Lisa.B.Wensil@wv.gov	304-356-5551	
Division of Financial Institutions	Holt, Ruth	rholt@wvdfob.org	304-558-2294	
Insurance Commission	Blake-Epperly, Karen	Karen.S.Blake-Epperly@wv.gov	304-558-1966	
Insurance Commission	Mullins, Kathryn	Kathryn.Mullins@wv.gov	304-558-6279	
Lottery	Whitley, Kristi	kwhitley@wvlottery.com	304-558-0500	
Lottery	Martin, Terri	tmartin@wvlottery.com	304-558-0500	232
Municipal Bond Commission	Rogers, Sara	Sara.L.Rogers@wv.gov	304-558-3971	
Office of Tax Appeals	Lee, Stephen	slee@wvota.gov	304-558-1666	
Racing Commission	Carnefix, Becky	Becky.G.Carnefix@wv.gov	304-558-2150	
Tax Department	Billups, Annette	Annette.Billups@wv.gov	304-558-0054	
Tax Department	Moore, Tom	Thomas.A.Moore@wv.gov	304-558-8515	
Tax Department	Lanham, Kevin	Kevin.L.Lanham@wv.gov	304-558-8524	

Department of Transportation

Agency	Coordinator/Counselor	E-mail Address	Phone Number	Ext.
DOT Internal EEO Officer	AMOS, DEBBIE	Debbie.K.Amos@wv.gov	304-558-9363	
DOH Central HQ	AMOS, DEBBIE	Debbie.K.Amos@wv.gov	304-558-9363	
District 1 EEO COORDINATOR	GROSE, RACHAEL	Rachael.R.Grose@wv.gov	304-356-3776	
District 2 EEO COORDINATOR	DEMPSEY, KATHLEEN	Kathleen.C.Dempsey@wv.gov	304-528-5901	
District 3 EEO COORDINATOR	FARNSWORTH, DEBBIE	Debbie.L.Farnsworth@wv.gov	304-420-4595	
District 4 EEO COORDINATOR	PALETTA, ANTHONY	Anthony.J.Paletta@wv.gov	304-842-1563	
District 5 EEO COORDINATOR	STAGGERS, LESLIE	Leslie.S.Staggers@wv.gov	304-289-3521	
District 6 EEO COORDINATOR	CROW, MANDY	Mandy.L.Crow@wv.gov	304-843-4025	
District 7 EEO COORDINATOR	PALAGINO, CINDY	Cynthia.J.Palagino@wv.gov	304-269-8905	
District 8 EEO COORDINATOR	DEMOTTO, LORREN (HUGH)	Lorren.H.Demotto@wv.gov	304-637-0220	
District 9 EEO COORDINATOR	COOK, BRANDON	Brandon.J.Cook@wv.gov	304-647-7824	

DOT-CONT'D				
Agency	Coordinator/Counselor	E-mail Address	Phone Number	Ext.
District 10 EEO COORDINATOR	SHREWSBURY, KRISTEN	Kristen.M.Shrewsbury@wv.gov	304-487-5240	
Motor Vehicles EEO COORDINATOR	GRACESON, CATHY	Catherine.J.Graceson@wv.gov	304-926-6833	
Public Transit EEO COORDINATOR	FISH, CINDY	Cindy.E.Fish@wv.gov	304-558-0428	
Port Auth. EEO COORDINATOR	VANCY, CHARLES	Charles.N.Vance@wv.gov	304-558-0330	
Rail Auth. EEO COORDINATOR	BUTLER, CINDY	Cindy.K.Butler@wv.gov	304-538-2305	
WV Parkways Authority EEO COORDINATOR	ROACHÉ, CARRIE	CRoache@wvturnpike.com	304-926-1900	

Miscellaneous Agencies

Agency	Coordinator/Counselor	E-mail Address	Phone Number	Ext.
Bureau of Senior Services	Eskew, Zach	Zachary.A.Eskew@wv.gov	304-558-3317	
Department of Education	Bryant, Liz	lbryant@access.k12.wv.us	304-558-2702	
FBI	(COORDINATOR)			
State of WV EEO Office	HOKE, JANN D. (COORDINATOR)	Jann.D.Hoke@wv.gov	304-558-0400	
State of WV EEO Office	Rollins, James A.	James.A.Rollins@wv.gov	304-558-0400	
Higher Education Policy Commission	CLAY, PATRICIA (COORDINATOR)	tclay@hepc.wvnet.edu	304-558-2104	262
WV Northern Community College	Carmichael, Peggy	pcarmichael@wvncc.edu	304-214-8901	
Housing Development	Mason, Mary	mmason@wvhdf.com	304-345-6475	
Investment Management Board	Jones, Matthew E.	mattj@wvimb.org	304-345-2672	
Marshall University Community & Technical College	Neal, Stephanie	neal@mctc.edu	304-696-3787	
Secretary of State	Broyles, Amy	Abroyles@wvsos.com	304-558-6000	
Senate Clerk	Cassis, Lee	Lee.Cassis@wvsenate.gov	304-357-7508	
State Bar	Casey, Anita	caseya@wvbar.org	304-558-7993	
Supreme Court of Appeals	Singletary, Jennifer	Jennifer.Singletary@courtswv.gov	304-340-2934	
Supreme Court of Appeals	Workman, Chris	chris.workman@courtswv.gov	304-558-2978	
Treasurer's Office	Taylor, Blair	blair.taylor@wvsto.com	304-558-5000	
Veterans Assistance	Davis, Nicholas (COORDINATOR)		304-736-1027	
Veterans Nursing Facility	Hedrick, Pam	Pamela.L.Hedrick@wv.gov	304-626-1600	2044
Administration/Field Offices	Heath, Amber	Amber.J.Heath@wv.gov	304-558-3661	
West Virginia University	Bulger, Donna M.	Donna.Bulger@mail.wvu.edu	304-293-8197	

